DOCUMENT RESUME

ED 269 595 CE 044 387

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TITLE Parliamentary Procedure Teachers' Guide.
INSTITUTION Health Occupations Students of America. Florida Association.
PUB DATE Jun 81
NOTE 55p.; For a related document, see CE 044 386.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Allied Health Occupations Education; *Leadership Training; *Parliamentary Procedures; Secondary Education; *Skill Development; *Student Organizations; Vocational Education
IDENTIFIERS *Health Occupations Students of America

ABSTRACT

This guide was written to assist teachers in teaching parliamentary procedures to students in the health occupations education program. The guide emphasizes officer duties, order of business and correct use of parliamentary procedure. The following topics are covered in the guide: definition and history of parliamentary procedure, a brief biographical note on the originator, Henry M. Robert, rights of members, duties of members, duties of officers, treasurer's report, agenda, orders of the day, taking a vote, types of meetings, types of adjournments, relieving the station, most commonly used motions, nominations and elections of officers, and elections. Because the guide is designed for classroom use, it contains a student study guide for parliamentary procedure with key and a unit test with key. Appendixes to the document include order of business, parliamentary abilities, summary of motions, and special terminology. A bibliography and list of resources complete the guide. (KC)

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PARLIAMENTARY PROCEDURE

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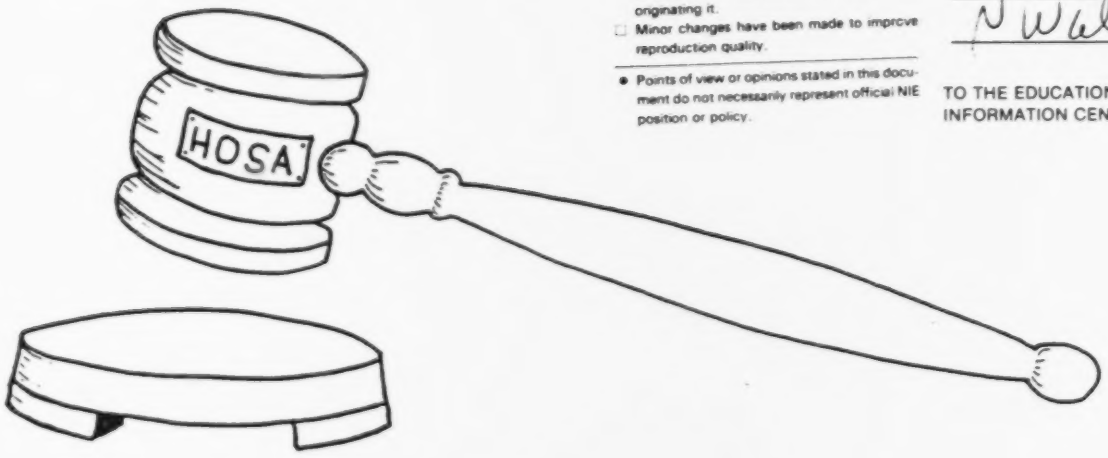

CE 044 387

TEACHERS' GUIDE

HEALTH OCCUPATIONS STUDENTS of AMERICA

PARLIAMENTARY PROCEDURE

TEACHER'S GUIDE

First Printing, January, 1980
Second Printing, June, 1981

ACKNOWLEDGMENT

The Florida Association, Health Occupations Students of America (HOSA) would like to express appreciation to the Florida Department of Education for approval to reprint this Teacher's Guide on Parliamentary Procedure.

The outline in the Guide was originally prepared by Mrs. Helen T. Jones for the Cooperative Training Programs. The outline was expanded and designed to be utilized as an integral part of the curriculum in the Health Occupations Education Programs by the Florida Association, Health Occupations Students of America (HOSA) Chapter Advisors.

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A GUIDE FOR PARLIAMENTARY PROCEDURE

INTRODUCTION

Parliamentary procedure is the etiquette of people in organizational meetings. It is the tool of democracy by which people work together instead of yielding to force.

There are numerous publications on parliamentary procedure; however, the recognized authority is Robert's Rules of Order, Revised. The correct use of parliamentary procedure when conducting meetings emphasizes order ("one at a time"); ascertains the will of the majority; assures accuracy in business; and is uniform and impartial.

Realizing the importance of parliamentary procedure for use in The Florida Association, HOSA, activities, and realizing that this is one of the first learning units to be presented to the student, this study guide was prepared to present the duties of the various officers and members, the order of business, important points for an election, etc. Also, questions have been prepared for the students, an answer key for the teacher, and a comprehensive test and key.

DEFINITION

Parliamentary is derived from the French word "parlier" which means to discuss, speak, deliberate. Any group of people meeting together for a common purpose needs to have a standard set of rules and regulations. These rules and regulations are called Parliamentary law.

Parliamentary procedure is based on four principles:

1. The majority rules
2. Justice and courtesy for all
3. The minority has a right to be heard
4. Do only one thing at a time.

HISTORY

Our parliamentary procedure was originally based on the conduct of the British parliament. It was brought to this country by English settlers and has been modified from time to time to meet current needs. The first manual written in America was prepared by Thomas Jefferson and is still used by the House of Representatives as a reference.

Robert's Rules of Order was published to provide a set of rules of order that an assembly might adopt, and thus avoid waste of time in discussion of what is parliamentary law in particular cases.[1]

BIOGRAPHY OF COLONEL HENRY M. ROBERT

Henry Martyn Robert, an American military engineer; born in Robertville, South Carolina, May 2, 1837; was graduated at the United States Military Academy in 1857; served on frontier duty in 1858-1861; was on the staff of General McClellan and on duty as engineer during the Civil War; was promoted Captain in 1863. He was assigned to duty in connection with the fortifications and river and harbor improvements in 1867, and was promoted to colonel and made president of the Board of Engineers for Fortifications in 1895. He is the author of the well-known Robert's Rules of Order, 1876.[2]

[1]Robert, General Henry M. Parliamentary Practice, p. xi

[2]MacCracken, Henry M., Editor. The University Encyclopedia, p. 5169.

RIGHTS OF MEMBERS

1. To offer any motion or resolution to the organization.
2. To defend a motion.
3. To rise to a point of order.
4. To rise to questions of privilege.
5. To hold the floor indefinitely when legally obtained (unless debate is limited).
6. To appeal from the decision of the chair.

DUTIES OF MEMBERS

1. To receive recognition.
2. To stand when speaking on any subject.
3. To adhere to the subject.
4. To speak audibly.
5. To address all remarks to the chair.
6. To conduct one's self in an orderly manner.
7. To avoid speaking upon any matter until it is before the organization in the form of a motion, seconded, and open for discussion.
8. To yield the floor when requested to do so by the chair.
9. To avoid bringing personalities into the debate.
10. To be well informed on the organization Constitution and By-laws.
11. To accept responsibility graciously and cooperatively.
12. To acquire and practice sportsmanship by abiding by the will of the majority.[3]

[3]Florida State Department of Education, Parliamentary Procedure for DCT Clubs, pp. 56-57.

DUTIES OF THE PRESIDENT

A successful organization depends largely upon a firm but tactful presiding officer. It is an indication of good leadership to assume responsibility for requiring members of your organization to conform to rules of order. The presiding officer at all times establishes and maintains order, courtesy, justice, and safeguards the wishes of the majority and the rights of the minority.[4] Specifically, it is the responsibility of the presiding officer to:

1. Open the meeting on time
2. Announce business in proper order
3. Impartially and correctly assign the floor
4. State and put to vote all motions offered in good faith
5. Answer parliamentary inquiries
6. To protect the assembly from annoyance
7. Enforce decorum in debate
8. To authenticate by his/her signature when necessary all the acts, orders, and proceedings of the assembly
9. In case of serious disorder, or emergency, declare an assembly adjourned to some other time if impracticable to take a vote, or in his opinion dangerous to delay for a vote
10. To take and announce a vote while a member is rising to address the chair
11. Cannot appoint committees except those authorized by the By-laws or by the vote of the assembly
12. Be impartial at all times, courteous, and calm.

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[4]Florida State Department of Education, Parliamentary Procedure for DCT Clubs, p. 17.

DUTIES OF THE VICE-PRESIDENT

In all absences of the president the vice-president presides and performs all duties of the president.

DUTIES OF THE RECORDING SECRETARY

The secretary is the organization's recorder and custodian of all records except those specifically assigned to others. The secretary is a "business assistant" to the president. Duties of the secretary are:

1. To keep accurate minutes of the meetings.
2. To keep register or roll of the members, and call the roll when required.
3. To notify officers, committees and delegates of their appointment.
4. To provide committees with all papers referred to them.
5. To sign with the president all orders on the Treasurer authorized by the organization, unless otherwise specified in the By-laws.
6. To keep one book in which the Constitution, By-laws, rules of order and standing rules should be written, leaving every other page blank, and whenever an amendment is made to any of them, an addition be immediately entered on the page opposite the article amended with the reference in red ink to date and page of the minutes where it is recorded.
7. To make out an order of business previous to each meeting for the use of the chairman showing exact order that is to come before the assembly.
8. To have a list of all standing committees and such special committees as exist at the time.

The minutes should contain:

1. Kind of meeting.
2. Name of the organization.
3. Date and place of meeting.
4. The names of the regular chairman and secretary, or in their absence the names of the substitutes.
5. Whether minutes of previous meeting were approved or their reading dispensed with. When the reading of the minutes is dispensed with, they can afterward be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before reading of the later minutes.

6. An account of all the motions, or principal items of business, brought up at the meeting with the names of the originators of each motion.

7. The action taken on each item.

8. Time of adjournment.

9. Signature of the Secretary.

DUTIES OF THE CORRESPONDING SECRETARY

The corresponding secretary is the "private secretary" of the president. In a small organization, the duties of the recording secretary and the corresponding secretary are combined into one office.

1. Should send out proper notices of all called meetings.

2. Should send out notices of other meetings when necessary.

3. Should conduct the correspondence of the organization.

DUTIES OF THE TREASURER

The treasurer is usually merely the holder of the funds desposited for the organization. The treasurer pays out the funds on the order of the organization which is signed by the president and the secretary. The treasurer's report should never be accepted; it should be filed for audit.

The treasurer's report is a current financial statement of the organization. Financial reports are made for the information of the members only.

Receipts - includes the balance on hand as of the date of the last meeting; an itemized accounting of income; the total.

Expenditures - includes an itemized account of all money spent since the last meeting; the balance on hand as of the present meeting; the total.

The reports end with the signature of the treasurer.

SUGGESTED FORM FOR TREASURER'S REPORT

Receipts:	Balance on hand	$	
	Received from dues	$	
	Received from meal	$	
	Received from misc.	$_____	
	Total		$_____
Disbursements:	Dues to state	$	
	Dues to national	$	
	Meals	$	
	Miscellaneous	$_____	
	Total		$_____
	Balance as of (date)		$_____

_____
Treasurer's Signature

Examined and found Correct: _____

_____

_____
Auditing Committee

AGENDA

Every presiding officer needs an Agenda, which is the official list of business to be considered at a meeting or convention.

Every secretary, who is an efficient one, can assist the presiding officer by preparing a list of the unfinished business and any possible new business.

ORDERS OF THE DAY

The main structure of the meeting is the Orders of the Day. These include calling the meeting to order, reading of the minutes, the treasurer's report, reports of standing committees, reports of special committees, special orders, unfinished business, new business, and adjournment. A call for the orders of the day enables any member to bring up business at the time which has been set for the particular matter to come before the organization, should the chair fail to do so.

1. The president calls the meeting to order by tapping once with the gavel and saying, "The meeting will come to order. The secretary will read the minutes of the previous meeting."

2. The secretary reads the minutes of the previous meeting. The president calls for corrections or additions from the membership. If there are none, the president states, "The minutes are accepted as read." If there are corrections, the president states, "The minutes are accepted as corrected (or amended)."

   If for any reason it is desirable to dispense with the reading of the minutes, the presiding officer may say, "If there is no objection, we will dispense with the reading of the minutes of the previous meeting." However, the minutes must be read at some future time.

3. The president calls for the treasurer's report by saying, "The treasurer will give the report." The treasurer's report is merely for information and is filed for audit.

4. The next business in order is reports of committees:

   A. Standing Committees are permanent committees set up in the constitution. Each committee should report; however, this is optional as some organizations may require such reports monthly, quarterly, or even annually. Committee reports are usually made by the chairperson, unless the chairperson is not in agreement with the majority. A minority report may be submitted.

B. Special committees are appointed by the president to perform some specific task. The committees are temporary and are dissolved as soon as they have completed their tasks.

Ordinarily, committee reports include specific recommendations, in which case the reporting committee member moves that the recommendations be adopted. If there are no specific recommendations, the committee member may move that the report be adopted. The organization cannot change the report but can adopt it in part.

A smoother meeting results if the presiding officer finds out which committees wish to report, calls on those committees, and then does not call on those committees which do not have a report to make.

5. Special orders are called for. These are motions or items of business, previously postponed by two-thirds vote of the membership, to be brought up at this particular meeting and at this particular time. Or special orders may be included in the next item of business.

6. Unfinished business consists of all business which was pending and undisposed of at the previous meeting, including matters postponed to this meeting.

7. New business is in order when the presiding officer announces, "New business is now in order." Or the presiding officer states, "Is there any new business to come before the assembly?" This opens up the opportunity for members to bring up motions concerning new questions which they desire considered by the organization.

8. Program - the presiding officer presents the person who is in charge of the program.

9. Any announcements by members should be attended to before adjournment.

10. Adjournment - when business appears to be completed-a motion by a member to adjourn, seconded and carried, puts an end to the meeting, or the chairman can say, "If there is no further business (pause), the meeting is adjourned."

TAKING A VOTE

The Chair should make clear the question upon which the assembly is voting, particularly if there has been considerable discussion, by repeating the motion before putting it to a vote.

The most common forms of voting are: Voice, Show of Hands, Rising, Ballot, Roll Call, and General Consent. The usual method of taking a vote is by

voice. In small groups, votes are taken often by raising the right hand or by rising. The object of voting by ballot is that the vote will be secret. This method is used in elections, trials of members and officers, and reception of members. Vote by Roll Call is taken when the Chair directs the secretary to call the roll. Each member answers the roll by rising and saying yes or no or present if the member does not wish to vote. This vote is kept in two columns. The secretary reads those voting in the affirmative, those in the negative, and those present. The result is announced by the Chair, who announces the motion is carried or the motion is lost. General consent is the elimination of motions and voting in routine matters and in matters of little importance. The Chair assumes general consent until one member objects.

TYPES OF MEETINGS

There are six types of meetings which are more or less self-explanatory: (1) regular meetings; (2) called meetings; (3) adjourned meetings; (4) executive board meetings; (5) organizational meetings; and (6) mass meetings.

TYPES OF ADJOURNMENTS

A motion to adjourn is to bring to a close the meeting of the organization. There are three types of adjournments:

1. An unqualified adjournment requires a second, is not debatable, cannot be amended, requires a majority vote to carry, cannot be reconsidered, is out of order while a vote is being taken or counted.

2. A qualified adjournment requires a second, is debatable, may be amended, requires a majority vote, can be reconsidered, the time fixed cannot be beyond the time of the next meeting.

3. A recess is self-explanatory.

Adjournment has precedence over any other motion.

RELIEVING THE STATION

The presiding officer is not expected to take part in discussion or debate. However, a chairman may take part in discussion by obtaining a temporary substitute in the chair. The chairman may ask the next ranking officer present or any other member to relieve the station. After handing the gavel to the relieving member, the chairman descends to the floor and proceeds to

discuss the question after addressing the chairman pro tem and receiving recognition. When the chairman has finished, the chairman pro tem requests that the chairman resume the station, whereupon the chairman accepts the gavel and continues in the chair.

MOST COMMONLY USED MOTIONS

There are main motions, subsidiary motions, incidental motions, privileged motions, and unclassified motions.

In the MAIN motion category, we have any new question or matter brought before an organization for consideration and action. This motion is in order generally under new business. PRIVILEGED, INCIDENTAL, AND SUBSIDIARY motions take precedence over MAIN motions. Also, under the heading of MAIN motions, are RESOLUTIONS. When a motion is of such importance or length as to be put in writing, it is usually written in the form of a RESOLUTION. The RESOLUTIONS are signed, showing the date and place of the meeting. The report is signed by all members of the committee with the signature of the committee chairperson appearing last. The reporting member moves the adoption of the RESOLUTION. A call for the ORDERS OF THE DAY does not require a second, cannot be debated, cannot be amended, and requires a two-thirds vote if the membership wishes to continue the business which the order of the day is interrupting. The general order of the day cannot interrupt business.

Under the heading of subsidiary motions are:

1. Amend - a motion to amend is a proposition offered by some member to change or alter the motion already made. A first amendment may be amended, but the second amendment must be an amendment to the first amendment, and not another amendment to the main motion. The methods of amending are: (1) adding words, (2) striking out words, (3) inserting words, (4) striking out and inserting words, and (5) substituting an entirely new motion.

2. Commit or refer - this motion is made to permit a question to be investigated further and put into proper form for the consideration of the organization.

3. Limit or extend debate - this motion is self-explanatory.

4. Previous question - this is a motion to cease discussion and put the question under discussion to a vote.

5. Table a motion - the purpose of this motion is to enable the organization to put aside the question under discussion in order to attend to more urgent business. The tabled question may be brought up again by taking it from the table.

Under incidental motions:

1. Point of order - a question of order permits any member to challenge a real or supposed error in parliamentary procedure.

2. Point of information - a member may desire information on some matter of business before the meeting. The member may rise at any time, even during the speech by another member, and state, "Mr./Madam Chairman, I rise to a point of information." The Chair tells the member to state the point. If the point is in order, the Chair answers the question. Otherwise, the Chair may defer the answer. If the member wishes to direct the question to the speaker, the member say, "Mr./Madam Chairman, I wish to ask the speaker a question." The chairman then asks if the speaker is willing to be interrupted and if so, tells the questioner to continue. Both parties to the ensuing conversation speak through the chairperson and not directly to one another.

3. Point of parliamentary inquiry - a member may rise to a point of parliamentary inquiry in the same manner as the member rises to a point of information.

4. Appeal from the decision of the Chair - a motion to appeal from the decision of the chair enables members of an organization to have a voice in decisions rendered. Any presiding officer may make an error in a decision or ruling. When a member appeals from the decision of the chair, the chair calls upon the member to give the reasons for the appeal. The chair may reverse the decision, in which case the appeal would be dropped, or the chair may give reasons for the decision and call for discussion if the appeal is debatable. This motion may be made from any decision of the chair and can be made only at the time of the ruling.

5. Division of the Assembly - this is a call for a division, or a doubt of the vote announced by the chair. The chair takes a second vote by actual count; by hand raising or by standing. This motion does not require a second, cannot be amended or debated, or have any other subsidiary motion applied to it. Division of the Assembly is not to be confused with Appeal from the Decision of the Chair.

6. Suspend the rules - this motion is made to set aside temporarily some established rule which prevents expediting business in the most efficient manner.

Under privileged motions we find:

1. Fix time at which to adjourn

2. Adjournment

3. Take a recess

4. Question of privilege

5. Call for the orders of the day.

Under classified motions we find:

1. Take from the table - to bring before the group a motion which has been tabled with the expectation of its consideration being resumed. The motion when taken from the table is exactly in the same condition as when it was tabled. A motion may be taken from the table after an item of business has been transacted.

2. Reconsider - the purpose of this motion is to make possible a change of vote or an original motion in the event that additional evidence has become known which might influence the vote of the members.

3. Rescind - the purpose of the motion to rescind is to cancel or annul a motion.

NOMINATIONS AND ELECTIONS OF OFFICERS

The Constitution or By-laws provide for the time and method of election of officers in most organizations. Vacancies may be filled at any regular meeting called for that purpose if this has not been provided for in the By-laws. If the nominating and voting method is not provided for in the rules of the organization, a motion may be made by a member proposing the method to be used. The methods of nominating are by a nominating committee, from the floor and by ballot.

1. Nominations by nominating committee - this is the most frequently used method of electing officers. The nominating committee is appointed by the chair or elected by members, unless the method is specified in the By-laws. The committee report includes the names of one or more members for each office in the organization. The report is not adopted, and the names appearing on the slate carry the same rank as those nominated from the floor. Nominations from the floor are added to the list before the vote begins.

2. Nominations from the floor - these are made in order. The chair, after hearing a name placed for nomination, reports the name and the secretary records it. If no other names are presented, the chair may announce that the nominations are closed or a motion may be made from the floor to close the nominations, but only after the chair has waited a reasonable length of time for further nomination.

3. Nominations by ballot - in this method, tellers pass out ballots and make an accurate count of votes cast. The names of persons whom the

members desire to nominate are written after the respective officers. A majority of vote in any one of the offices determines the election.

When an election is being held by ballot or roll call, a nomination is not necessary. Any member may vote for any eligible person whether he is nominated or not.

IMPORTANT POINTS REGARDING ELECTIONS

1. Unless limited in the By-laws, a member of an organization can hold more than one office. However, in most organizations it is generally understood that no member is to hold two offices. If a member is elected to two offices and is present, the member should choose the one he/she accepted. If absent, the organization should determine by vote which office is assigned to the member and then proceed to fill the other office.

2. When a vote on a nominating ballot is unanimous except for one vote, it is necessary (if the By-laws permit) to have the secretary cast the ballot to elect the candidate. A nominating ballot never elects.

3. Correct procedure when the secretary is directed to cast the ballot is for the secretary to write the name of the candidate on a blank piece of paper and standing, to say: "Mr./Madam Chairman, by order of the organization, I cast its ballot for (name) for (office), and he/she is therefore, elected (office)."

4. In counting ballots, if two ballots are folded together, both are rejected as illegal and counted as one fraudulent vote. All blanks are ignored as simply waste paper and not reported. Small technical errors, like misspelling of a name, should not be noticed if the meaning of the ballot is clear. Votes for ineligible persons and fraudulent votes should be reported under the heading of illegal votes after the legal votes.

5. Voters should be informed as to any ineligible persons.

6. Tellers should be as careful and accurate as an auditing committee and, therefore, it is best to have them appointed by the president. When possible, the chairperson of the Tellers' committee should be one having had experience as a teller as well as good judgement.

7. Tellers are in honor bound not to divulge the vote of any one that they may recognize by the handwriting or otherwise.

8. If the By-laws require certain formalities, they must be observed. However, printed instructions on the ballot, even though adopted by the assembly, cannot throw out a vote not in conflict with the By-laws, if the ballot shows clearly for whom it was intended.

EXAMPLE -- TALLY SHEET

Tally Sheet

President

_____(Name)_____	𝍸 𝍸 𝍸 𝍸 𝍸	25
_____(Name)_____	𝍸 𝍸 𝍸	15
_____(Name)_____	𝍸 ///	8
_____(Name)_____	Two Folded Together	1
_____(Name)_____	/// ineligible	3

If there is a chance of a recount being ordered, the tally sheets should be in ink and each sheet signed by the tellers; and all sheets should be turned over to the secretary, who should retain them until it is certain that a recount will not be ordered.

If there are ballots in excess of those elegible to vote, someone has voted who was not entitled to do so. If the ballots are fewer than those eligible to vote, someone did not vote which is of not consequence and the matter may be ignored. But, if there are more votes than those eligible, then it should be reported to the assembly as part of the teller's report.

If the tellers are not unanimous as to how a vote should be credited, they must report the facts to the assembly and ask for instruction. In asking for instruction, they must be careful not to show how the decision would affect any of the candidates. The chair decides the question raised but any one can appeal from his decision, as on any question of order. The tellers are not judges of the election. The assembly decides all questions which are doubtful.

EXAMPLE -- TELLER'S REPORT

President

Number of votes cast	106
Necessary for election	54
_____received	62
_____received	34
_____received	6

Illegal Votes

_____received, ineligible 3

_____received 2 votes folded together..... 1

Vice President

Number of votes cast 101

Necessary for election 51

_____received 65

_____received 36

And so on

Note: The number of votes cast must include illegal votes. Blank ballots are ignored. In the event the same number of votes are cast for each office, the number of votes cast and the number necessary for election can be put at the beginning of the report and omitted in connection with each office.

APPENDIX I

ORDER OF BUSINESS

ORDER OF BUSINESS

CALL TO ORDER

President stands, calls meeting to order on time after determining that a quorum (majority of members or number stated in by-laws) is present. "The meeting will please come to order." If desired, invocation or pledge to flag follows this. If gavel used, one tap is used to call to order.

READING AND APPROVAL OF MINUTES

"The secretary will read the minutes of the previous meeting." The secretary stands to read minutes.

"Are there corrections to the minutes?"

If none: "The minutes are approved as read."

If correction: "The secretary will make the correction. Are there other corrections? (pause) If not, the minutes are approved as corrected."

TREASURER'S REPORT

"May we have the report of the treasurer?" The treasurer stands and gives financial report. "Are there any questions? The report is for your information and will be filed for audit." (No vote taken on UNaudited treasurer's report.)

CORRESPONDENCE

If correspondence has come which does not require any action, such as a thank you note, information, etc., this is read here. Letters which require that you make a decision (take action) are saved for new business. Secretary reads correspondence; if none, skip this item.

REPORTS AND THEIR DISPOSAL

"The next business in order is reports." If your by-laws provide for an executive committee composed usually of the officers, their report is given first if they have a report. Next in order is the report of standing committees which should be listed in your by-laws and called on in the order the by-laws list them. Then those special committees which have been created are called on in the order in which they were appointed. Each committee may not report at each meeting, so try to find out which ones are ready to report prior to meeting.

UNFINISHED BUSINESS

This is not referred to as "old" business. It is business postponed from the previous meeting to this one, or business on which action was not completed at last meeting. The president knows in advance if there is unfinished business. If not, skip this one.

NEW BUSINESS

"The next item on the agenda is new business. The secretary will read a letter requiring action." Or, if none, "Is there any new business?"

ANNOUNCEMENTS

PROGRAM

"Our program will be presented by _____" Or, if program chairman, "The chair recognizes the program chairman to present the program."

If it is necessary to present the program at a time other than scheduled in the agenda, the chair states, "If there is no objection, we will suspend our regular order of business in order to present our program at this time. . . hearing no objection the order of business is suspended and our program chairman (or if none, the chair may introduce program) will present the program." This same procedure of asking the assembly for permission may be used in other instances where it is necessary to depart from the established order of business.

A program is an optional item in the business meeting. Always thank the participants in the program.

ADJOURNMENT

There are two methods of adjournment. A motion by a member may be made, seconded and by majority vote adopted. This motion is not amendable nor detatable.

The second method is by general consent, similar to the handling of a suspension of the order of business as follows:

"Is there any further business?". . . (pause) . . . "If there is no further business and no objection, the meeting will adjourn. . . (pause) . . . the meeting is adjourned."

STEPS IN COMPLETING ACTION ON A SIMPLE MOTION

1. Member rises, addresses chair
2. Chair recognizes, usually by nodding to member or calling his/her name
3. Member: "I move that . . . "
4. Another member (doesn't wait to be recognized or stand) "I second the motion"
5. Chair: "It has been moved and seconded that . . . Is there any discussion?"
6. Chair takes the vote: "The question is on the motion . . . (repeat motion) Those in favor say 'Aye'."

7. Chair announces result of vote, either: "The 'Ayes' have it and the motion to _____ is carried" Or, "The 'Noes' have it and the motion to _____ is lost."

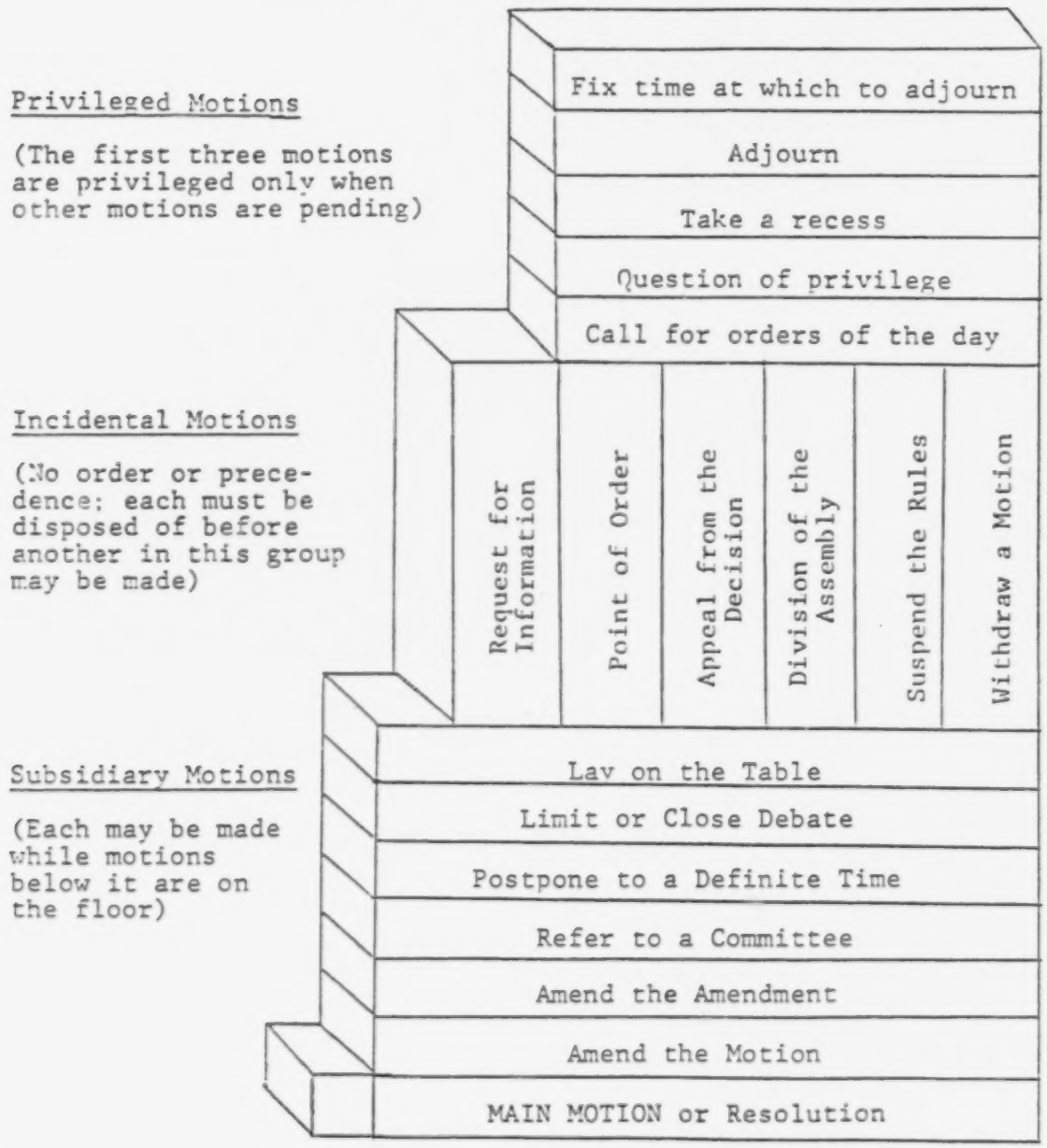
Hint: If it sounds like the 'Ayes' and 'Noes' are even, retake the vote by standing. Simply state: "The Chair is in doubt. Will those in favor please rise . . . be seated." Then announce the result of the vote, either the negative or the affirmative has it in a standing vote rather than 'Ayes' or 'Noes'.

APPENDIX II

PARLIAMENTARY ABILITIES

THE MOST COMMONLY USED PARLIAMENTARY ABILITIES

(arranged in order of precedence)


Privileged Motions
(The first three motions are privileged only when other motions are pending)
Fix time at which to adjourn
Adjourn
Take a recess
Question of privilege
Call for orders of the day
Incidental Motions
(No order or precedence; each must be disposed of before another in this group may be made)
Request for Information
Point of Order
Appeal from the Decision
Division of the Assembly
Suspend the Rules
Withdraw a Motion
Subsidiary Motions
(Each may be made while motions below it are on the floor)
Lay on the Table
Limit or Close Debate
Postpone to a Definite Time
Refer to a Committee
Amend the Amendment
Amend the Motion
MAIN MOTION or Resolution

Any motion which is made while no other business is pending comes on the floor as a simple main motion. It may have subsidiary motions applied to it in the order of their precedence in the above list. Privileged, incidental and subsidiary motions must be disposed of in descending order shown before vote can be taken on the main motion.

APPENDIX III

SUMMARY OF MOTIONS

SUMMARY OF MOTIONS

KIND OF MOTION	Requires Second?	Debatable?	Amendable?	Requires Majority Vote?	Be Reconsidered?	REMARKS
To Amend	Yes	*	Yes	Yes	Yes	*Undebatable when motion it amends is undebatable
To Lay on Table	Yes	No	No	Yes	No	
To Adjourn	Yes	No*	No	Yes	No	*A priviledged motion cannot be debated. To be a priviledged motion a regular meeting time must be had.
To Appeal	Yes	Yes	No	Yes	Yes	
To Refer to Committee	Yes	Yes	Yes	Yes	*	*Cannot be reconsidered after committee has taken up the subject, but by two-thirds vote the committee may be discharged at any time.
To Reconsider	Yes	*	No	Yes	No	*Undebatable when motion it reconsiders is undebatable.
To Take from Table	Yes	No	No	Yes	No	
To Suspend Rules	Yes	No	No	No*	No	*Requires two-thirds vote.
To Accept Report	Yes	Yes	Yes	Yes	Yes	Motion not necessary

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APPENDIX IV

SPECIAL TERMINOLGY

SPECIAL TERMINOLOGY

1. Adjourn - close, terminate.

2. Amend - change, as by adding, substituting, or striking out words.

3. Annul - abolish, repeal, void.

4. Appeal from the decision of the chair - challenge a decision or ruling made by the presiding officer.

5. Ballot - any object, such as a slip of paper or a printed form used in secret voting.

6. By-laws - specific rules for detailed conduct of business, more readily changed than the constitution.

7. Call to order - formal notice from the chair to the membership that the meeting is in session.

8. Chair - chairman or presiding officer.

9. Chairperson - leader.

10. Close debate - end discussion by bringing to a vote.

11. Commit - refer, as to a committee.

12. Committee - one or more members of an organization appointed or elected to work on a specified task or program.

13. Consent, unanimous or general - passing of a motion through announcement by the chair in the event there is no objection by any member and providing there is a quorum present.

14. Constitution - general rules governming the organization, including names and objectives, membership limitation, officers and their election, general schedule of meetings, and provisions of amendment.

15. Credentials - official evidence of membership or office.

16. Debate - organized and controlled discussion or argument.

17. Delegate - official representative of an organization.

18. Division of the assembly - an actual count of the vote, as by hand, standing, or ballot.

19. Election - choice or selection by vote.

20. Floor - the right to speak, recognized and granted by the chair.

21. Immediately pending question - the motion, last stated by the chair, upon which no action has yet been taken.

22. Incidental motion - a motion resulting from a pending question and requiring action prior to that on the pending question.

23. Information, request for - a question concerning the pending motion, which may be directed by any member to the chair or to the speaker. It is handled the same as a parliamentary inquiry.

24. Limit debate - set a specific time or length for discussion of a pending question, applicable only at the meeting at which the question is introduced.

25. Main motion - a motion on some new item of business which cannot be made while another question is pending.

26. Majority - more than half the votes cast at a meeting where a quorum is present.

27. Meeting - a continuous assembling of an organization held in accordance with its constitution and By-laws.

28. Minority report - an optional report made by those in disagreement with the committee's report.

29. Minutes - a record of the meeting, kept by the secretary and including time and place of meeting and all essential reports and business transacted.

30. Motion - any item of business placed before the group for action.

31. Nominating ballot - a secret vote taken to present members for election, in place of nominations by a committee or from the floor.

32. Nominations - selection of members to run for elective positions, made by the chairperson, by members from the floor, by a committee, by ballot, or by mail.

33. Obtain the floor - gain the right to speak by rising, addressing the chair, and being recognized.

34. Order, question of - a challenge of a point of parliamentary procedure, made without obtaining recognition from the chair.

35. Parliamentary inquiry - question concerning parliamentary procedure which may be asked without receiving recognition from the chair.

36. Parliamentary law - rules for the conduct of an organized business meeting, based originally on the conduct of the British Parliament.

37. Pending question - any question before the assembly, upon which action has not been taken.

38. Plurality - largest vote cast for one nominee when there are more than two nominees.

39. Previous question - end discussion on a pending question and bring it to a vote.

40. Privilege, question of - question of comfort, convenience, or other factor concerning the group or a member which, if sufficiently urgent, may interrupt a speaker.

41. Privilege motion - undebatable motion of sufficient importance to have priority over the pending question.

42. Proxy - power of attorney by one member to another to vote in his/her place.

43. Put the question - taking a vote on a motion.

44. Question - a motion, any matter presented for action.

45. Quorum - a majority of the members, unless otherwise stated in the By-laws.

46. Reconsider - revote on a question, can be moved by any member on the prevailing side on the same day at which the vote was taken or on the succeeding day.

47. Refer - commit, give to a committee for consideration.

48. Rescind - repeal or annul.

49. Resolution - an important question, usually in writing to be acted upon by the group.

50. Second - announced support of a motion made by another member.

51. Session - a series of related meetings terminated by adjournment sine die (without the day set for another meeting).

52. Special order - making a motion subject to discussion and action at a specified future time.

53. Standing rules - those subject to the constitution and By-laws which can be adopted or suspended by majority vote.

54. State a question - repetition of the exact question by the chair to place the question officially before the group for discussion and action.

55. Subsidiary motion - a motion concerning a pending question to facilitate its disposal.

56. Suspension - temporary repeal.

57. Table a motion - set aside a pending question indefinitely in order to take up more important business. The question may then be reintroduced by a motion to take from the table.

58. Teller - one who collects and counts votes.

59. Two-thirds vote - percentage of actual votes cast needed for certain motions to gain favorable action.

60. Unfinished business - business, interrupted by adjournment, which takes precedence over new business at the next meeting.

61. Whole, committee of the - the entire group, acting as a committee and with the full freedom of a committee.

62. Yield - to give up, as a member yields the floor to another member; to allow another motion to be considered, as a main motion, while pending, yields to a subsidiary motion.[5]

[5]Ibid., pp. 59-62.

APPENDIX V

STUDENTS' STUDY GUIDE FOR
PARLIAMENTARY PROCEDURE

KEY TO STUDY GUIDE FOR
PARLIAMENTARY PROCEDURE

STUDENTS' STUDY GUIDE

FOR

PARLIAMENTARY PROCEDURE

1. Define and explain the function of parliamentary law.
2. Make up a list of definitions (in your own words) of the terms as the textbook introduces them.
3. List the qualifications needed for the various officers of an organization and their respective duties.
4. Know how to introduce new and old business.
5. Know motions that are in order when another has the floor.
6. Know the steps that are required to obtain the floor.
7. Know the motions that do not require a second.
8. Know the motions that are not debatable.
9. Know the motions that require a two-thirds vote to pass.
10. Know: Main Motions
    Incidental Motions
    Privileged Motions
    Subsidiary Motions
    Unclassified Motions
11. What is the purpose of a motion, vote, discussion, a second?
12. What are the five ways that a motion may be amended?
13. How do you appeal from the decision of the chair?
14. Know the points of order to which members may arise.
15. Know how to table a motion and how to get it off the table.
16. Know how to use the amendment.
17. Know what is included in the articles of the Florida Association, HOSA By-laws.
18. Know the rights and duties of a member.

19. What is the function of by-laws and what do they usually cover?

20. Know the customary routine of a meeting.

KEY TO STUDY GUIDE

FOR

PARLIAMENTARY PROCEDURE

Question 1: DEFINE PARLIAMENTARY LAW: Rules for the conduct of an organized business meeting, based originally on the conduct of the British Parliament.

It provided a common formula or guide for conducting all types of meetings and public gatherings.

The means by which the will of the majority may be determined in an orderly manner.

Question 2: LIST OF DEFINITIONS: Be sure to include all new terms with which you are not familiar, not just those that are obviously parliamentary terminology.

Question 3: DUTIES OF OFFICERS:

PRESIDENT - see page 4.

VICE PRESIDENT - see page 4.

SECRETARY - see pages 5-6.

TREASURER - See page 6.

Question 4: HOW TO INTRODUCE NEW AND OLD BUSINESS:

a. To address the chairman in order to receive recognition.

b. To rise when speaking.

c. Begin the motion with "I move that."

d. If the motion is of considerable length it should be written up in the form of a resolution.

e. Present the motion in such a voice that all members can hear distinctly.

f. Be sure that the wording is grammatically correct.

g. Be sure that the wording is not confusing or tends to lead members to misinterpret the meaning intended.

h. Do not attempt to introduce anything when there is a question before the house.

Question 5: MOTIONS THAT ARE IN ORDER WHEN ANOTHER HAS THE FLOOR:

a. reconsider

b. point of order

c. an objection to the consideration of the question

d. a call for the orders of the day when they are not being conformed to

e. a question of privilege

f. a parliamentary inquiry or request for information

g. a request or demand that the question be divided when it consists of more than one independent resolution on different subjects

h. an appeal

Question 6: STEPS REQUIRED TO OBTAIN THE FLOOR:

a. Be sure that there is not a question before the house that has precedence over the request for the floor

b. Stand and be recognized by the chairman

c. If a large or strange membership, state your name

Question 7: MOTIONS THAT DO NOT REQUIRE A SECOND:

a. to raise a question of privilege

b. questions of order

c. objection to the consideration of a question

d. call for orders of the day

e. call for division of the question

f. call up motion to reconsider

g. nominations

h. request permission to withdraw a motion

i. inquiries of any kind

Question 8: MOTIONS THAT ARE NOT DEBATABLE:

a. fix the time to which to adjourn

b. adjourn (unqualified)

c. take a recess

d. call for the orders of the day

e. appeal

f. suspension of the rules

g. objection to the consideration of a question

h. incidental motions

i. lay on the table

j. previous question

Question 9: MOTIONS THAT REQUIRE A TWO-THIRDS VOTE:

a. amend the Constitution, By-laws

b. amend standing rules

c. take up a question out of its proper order

d. suspend the rules

e. sustain an objection to the consideration of a question

f. previous question

g. limit, or extend the limits of debate

h. discharge committee

i. close nominations

j. repeal or annul

Question 10: DEFINE MAIN, INCIDENTAL, PRIVILEGED, SUBSIDIARY, AND UNCLASSIFIED MOTIONS:

MAIN MOTION: Those which bring before the assembly some new subject, sometimes in the form of a resolution, upon which action by the assembly is desired.

INCIDENTAL MOTION: Those which arise out of another motion which is pending, and therefore take precedence; i.e., they must be decided upon before the question out of which they arise. They may be incidental to a question that has just been pending and should be decided before any other business is taken up. They yield to privileged motions, and generally to the motion to lay on the table.

a. suspension of the rules

b. question of order and appeal

c. objection to the consideration of a question

d. division of the question

e. motions relating to nomination

f. parliamentary inquiry

g. request for information

h. permission to withdraw or modify a motion

i. request to be excused from a duty

PRIVILEGED MOTION: These are such that, while not relating to the pending question, are of so great importance as to require them to take precedence over all other questions, and on account of this high privilege, they are undebatable.

a. to fix time and place to which adjourn

b. unqualified and adjournment

c. take a recess

d. raise a question of privilege

e. call for the orders of the day

SUBSIDIARY MOTION: These are such as are applied to some other motions for the purpose of most appropriately disposing of them.

a. to lay on the table

b. the previous question

c. limit or extend limits of debate

d. to postpone

e. to commit or refer

f. to amend

UNCLASSIFIED MOTION: Several motions which cannot conveniently be classified.

a. to take from the table

b. to reconsider

c. to rescind

d. to ratify

Question 11: PURPOSE OF A MOTION, VOTE, DISCUSSION, SECOND:

MOTION: To present a single item or point of view before the group for them to act upon. The democratic method by which any one member presents something for the group to act upon.

VOTE: To provide a method by which an organization can determine what the will of the majority is in regards to question under discussion.

DISCUSSION: To provide a method whereby various points of view can be expressed on a question before the members are required to commit themselves by voting.

SECOND: To be sure that the point brought up for discussion is not just the wish of one member. To indicate the extent to which the group is immediately in favor of the motion if more than one second is permitted.

Question 12: FIVE WAYS TO AMEND A MOTION:

a. adding words

b. striking out words

c. inserting words

d. striking out and inserting words

e. substituting an entirely new motion

Question 13: HOW TO APPEAL FROM A DECISION OF THE CHAIR:

a. Mr./Madam Chairman, I appeal from the decision of the chair (without recognition)

b. I second the appeal

c. Chair calls for a vote to sustain the chair's decision; if the chair does not get a simple majority the decision is reversed

Question 14: POINTS OF ORDER TO WHICH MEMBERS MAY RISE:

a. not following the orders of the day

b. violates constitution, by-laws, standing rules

c. violates parliamentary procedure

d. irrelevant motion in relation to the subject under discussion

Question 15: HOW TO TABLE A MOTION AND GET IT OFF THE TABLE:

TABLE A MOTION:

a. Mr./Madam Chairman, I move to table the motion under discussion

b. I second the motion

c. Chair calls for a vote to table

TAKE FROM THE TABLE:

a. Mr./Madam Chairman, the motion . . . has been tabled. I move that this motion be taken from the table

b. I second the motion

c. Chair calls for a vote to see if it should be taken from the table

Question 16: HOW TO USE THE AMENDMENT:

a. Yields to all other types of motions (incidental, subsidiary, priviledged)

b. The amendment can be amended (once)

c. An amendment requires a simple majority regardless of what is required of the main motion

d. May be made any time prior to the call for the vote

Question 17: ARTICLES OF AN ORGANIZATION CONSTITUTION

a. name

b. objectives

c. membership

d. officers and their duties

e. standing committees

f. meetings

g. advisor

h. amending the constitution

Question 18: RIGHTS OF A MEMBER:

See page 3

Question 19: FUNCTION OF BY-LAWS:

a. Should include all the rules that are of such importance that they cannot be changed in any way without previous notice except those placed in constitution or standing rules of order

b. By-laws, except those relating to business procedure, cannot be suspended, unless they provide for their suspension.

Question 20: ORDER OF BUSINESS:

a. Call to order

b. Reading of the minutes

c. Treasurer's report

d. Reports of officers and standing committees

e. Reports of special committees

f. Special orders of the day

g. Unfinished business

h. New business

i. Program

j. Adjournment

APPENDIX VI

UNIT TEST ON PARLIAMENTARY PROCEDURE

KEY TO UNIT TEST ON PARLIAMENTARY PROCEDURE

NAME

UNIT TEST

ON

PARLIAMENTARY PROCEDURE

_____1. The entire group, acting as a committee and with the full freedom of a committee.

_____2. Repeal or annul.

_____3. An actual count of the vote, as by hand, standing or ballot.

_____4. Question concerning parliamentary procedure which may be asked without receiving recognition from the chair.

_____5. Official evidence of membership or office.

_____6. A motion concerning a pending question to facilitate its disposal.

_____7. Question of comfort, convenience, or other factor concerning the group or a member which, if sufficiently urgent, may interrupt a speaker.

_____8. A motion resulting from a pending question and requiring action prior to that on the pending question.

_____9. Undebatable motion of sufficient importance to have priority over the pending question.

_____10. A majority of the members, unless otherwise stated in the by-laws.

_____11. An optional report made by those in disagreement with the committee's report.

_____12. Specific rules for detailed conduct of business, more readily changed than the constitution.

_____13. Set aside a pending question indefinitely in order to take up more important business

Word Bank

1. amend
2. annull
3. by-laws
4. credentials
5. debate
6. division of the assembly
7. incidental motion
8. main motion
9. minority report
10. nominating ballot
11. question of order
12. parliamentary inquiry
13. pending question
14. plurality
15. previous question
16. question of privilege
17. privileged motion
18. proxy
19. quorum
20. rescind

_____14. Those rules subject to the constitution and by-laws which can be adopted or suspended by majority vote.

_____15. Change, as by adding, substitution, or striking out words.

_____16. A challenge to a point of parliamentary procedure, made without obtaining recognition from the chair.

_____17. Largest vote cast for one nominee when there are more than two nominees.

_____18. Power of attorney by one member to another to vote in his place.

_____19. End discussion on a pending question and bring it to a vote.

_____20. A motion on some new item of business which cannot be made while another question is pending.

21. resolution
22. standing rules
23. subsidiary motion
24. table a motion
25. teller
26. unfinished business
27. committee of the whole

TWO POINTS FOR EACH CORRECT ANSWER. BE SURE TO USE THE TERM THAT BEST FITS THE STATEMENT GIVEN.

_____21. To lay on the table

_____22. Take a recess

_____23. To reconsider

_____24. An objection to the consideration of a question

_____25. To fix the time and place to which to adjourn

_____26. To rescind

_____27. To amend

_____28. Suspension of the rules

_____29. Motions relating to nominations

_____30. To take from the table

_____31. Unqualified adjournment

_____32. Call for the orders of the day

_____33. The previous question

1. Main and Unclassified
2. Incidental
3. Subsidiary
4. Privilege
5. None of these

_____34. Limit or extend limits of debate

_____35. To ratify

_____36. Request for information

_____37. Request to be excused from a duty

_____38. Parliamentary inquiry

_____39. To postpone to a certain time

_____40. To postpone indefinitely

TWO POINTS FOR EACH CORRECT ANSWER

List the six rights of members: (Two points each, total of 12)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

List the 13 Articles of Florida Association, HOSA By-laws in order: (2 points each)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

9. _____

10. _____

11. _____

12. _____

13. _____

List the normal routine of a meeting in the correct order: (1 point each)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

KEY TO UNIT TEST ON PARLIAMENTARY PROCEDURE

1.	27	21.	3
2.	20	22.	4
3.	6	23.	1
4.	12	24.	2
5.	4	25.	2
6.	23	26.	1
7.	16	27.	3
8.	7	28.	2
9.	17	29.	2
10.	19	30.	1
11.	9	31.	4
12.	3	32.	4
13.	24	33.	3
14.	22	34.	3
15.	1	35.	1
16.	11	36.	2
17.	14	37.	2
18.	18	38.	2
19.	15	39.	3
20.	8	40.	3

Six Rights of Members:

1. To offer any motion or resolution
2. To defend the motion
3. Rise to a point of order
4. Rise to question of privilege
5. To hold floor for an indefinite time unless a time limit has been voted on for the meeting
6. To appeal from the decision of the chair

Thirteen HOSA Articles:

1. Name
2. Purpose
3. Membership
4. Finances
5. Organizations
6. Regional officers
7. State officers
8. Board of Directors
9. Meetings
10. Fiscal year
11. Communications between components
12. Parliamentary Authority
13. Amendment of By-laws

Normal Routine of a Meeting:

1. Call to order
2. Reading of minutes
3. Reports of officers and standing committees

4. Reports of special committees
5. Special orders of the day
6. Unfinished business
7. New business
8. Adjournment

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Robert, Henry M., General. Robert's Rules of Order. Chicago: S. C. Griggs and Company, 1881.

Thomas, Harry Harvey, Mrs. Simplified Parliamentary Procedure. New York: Carrie Chapman Catt Memorial Fund Publication, 1959.

University Encyclopedia, The. Edited by Henry M. MacCracken. New York: The Cooperative Publication Society, Volume 8, 1902.

Florida Department of Education. Parliamentary Procedure for Cooperative Education Clubs of Florida, 1962 (1970).

OTHER RESOURCES

Education Films: Film Library
Audio-Visual Center
Florida State University
Tallahassee, Florida 32306

Educational Filmstrips
Box 1031
Huntsville, Texas 77340

FILMSTRIPS: (9 Filmstrips) with handbook

Basic Parliamentary Procedure I and II
Parliamentary Procedure in Action 1, 2, and 3
The President in Action
The Secretary in Action
The Treasurer in Action
The Committee in Action

National Association of Parliamentarians.

Pointers on Parliamentary Procedure. Kansas City, Missouri: National Association of Parliamentarians, Inc., 1974
Address: National Association of Parliamentarians
3706 Broadway, Suite 300
Kansas City, Missouri 64111
Telephone: 816/531-1735

Price list available for tapes, films, pamphlets, etc.

Russell, Kenneth L. The How in Parliamentary Procedure. Illinois: The Interstate Printers and Publishers, Inc., 1976.